TOPIC	RESPONSIBILITY
1. Defense	
• Nuclear Weapons	
o Design	
o Testing	
o Control	
• Power Reactors (DOE operated)	
• Naval Reactors	

TOPIC	RESPONSIBILITY
2. Intelligence/Counter intelligence	
• Personnel Case Files	
• Country Case Files	
• Nonproliferation	

TOPIC	RESPONSIBILITY
3. Energy	
• General Energy Data and Statistics	
o EIA	
• Nuclear Energy	
• Fossil Energy	
o Oil	
▪ SPRO	
▪ NPR	
o Coal	
o Gas	
• Renewable Energy	
o Batteries and Fuel Cells	
o Ocean and Geothermal	
o Solar	
o Wind	

TOPIC	RESPONSIBILITY
4. Power Administrations	
• Transmission	
• Marketing	

TOPIC	RESPONSIBILITY
5. Science	
• Research	
• Design	
• Engineering	
• Construction	
• Technical Reports	
o OSTI (Perm)	
• Outreach and Peer Review	

6.	**Environment**	
	• Site and Facility Remediation	
	• Monitoring and Stewardship	
	• Environmental (see schedule breakout)	

7.	**Waste Management**	
	• Non-Nuclear Waste	
	• Nuclear Waste	
	o Low-Level Waste	
	o Spent Fuel	
	• Transportation	
	• Storage and Management	
	• Regulatory	

8.	**Records Common to Program Missions**	
	• Program/Project Management	
	• Design	
	• Engineering	
	• Fabrication	
	• Construction	
	• Testing/Modeling	
	• Operations/Processes	
	• Training Programs	
	• Facilities Maintenance	
	o Nuclear	
	o Non-nuclear	
	• Safety	
	o Quality Assurance	
	o Safe Work Permits	
	o Violations	
	• Security	
	o Personnel	
	▪ Clearances/Badging	
	o Physical Security	
	▪ Guard force/Training	
	▪ Access/Control	
	o Information	
	▪ Classified Records	
	▪ Cyber Security	
	▪ COMSEC	

9. **Business Management**	
• Policies, Organizations, and Committees	
o Directives, Regulations, and Rules	
o Delegations of Authority	
o Organization Charts	
o Senior Official Records	
o Records of Decision	
o Records Disposition Authorities	
o Advisory and other Agency-Level Committees	
o Planning/Management (Agency-level)	
▪ DOE Annual	
▪ DOE Strategic	
▪ Management Improvement Reports and Studies	
• A-76	
▪ Federal/Agency-Level Initiatives	
• Finance/Accounting (Budget – crosswalk)	
• Procurement, Contracts, and Grant Administration	
o Purchases	
o RFP's	
o Contract Management	
o Proposals, Contracts, and Deliverables	
o Grants Administration	
o Work for Others, CRADAS	
• Partnership Management	
• Legal, Congressional and International Affairs	
o Patents	
o Federal Register	
o Litigation Case Files	
▪ Discovery	
▪ Testimony	
o Employee Financial Disclosures	
o Conflicts of Interest	
o Congressional Committee Correspondence/Interaction	
o Congressional Testimony	
o Reports	
o Meeting Agendas/Summaries and Correspondence	
• Audits and Investigations	
o Audits	

▪ Inspector General	
▪ Financial	
▪ Other	
o Investigations	

10. **Resource Management**	
• Human Resources	
o Labor Relations/Union/Counseling	
o Official Personnel Records	
o Benefits	
▪ Payroll (CHRIS)	
▪ Leave	
▪ Insurance	
▪ Retirement and Pension	
▪ Thrift Savings Plan	
o Americans with Disabilities Act	
o Performance	
o Training (CHRIS)	
o Levy, Garnishment	
o Taxes	
▪ Health and Injury	
• Budget (Crosswalk with Finance/Accounting)	
• Property Management	
o Real (Estate) Property	
▪ DOE	
▪ GSA	
▪ Deeds	
▪ Leases	
o Personal Property/Equipment	
▪ Inventories	
▪ Accountability	
▪ Maintenance	
• Office Equipment	
• Motor Vehicles	
• Planes and Helicopters	
• Information Management	
o Information Technology	
▪ Architecture	
• 300's Planning and Approval	
• Systems, Configuration, Metadata	
▪ Operations	
• Support	

• PC's	
▪ Communications	
• Phones	
• Radios	
o Records Management	
▪ Certifications	
▪ Information Programs	
• Information Quality	
• Information Collections	

11. **Administrative Management**	
• Travel and Transportation	
• Space Management	
• Printing, Graphics, and Audiovisual	
o Maps and Photographs	
• Public Affairs	
• Privacy Act	
• Freedom of Information	
• Forms	
• Mail and Courier Management	